

VIRGINIA DEPARTMENT OF HEALTH
DIVISION OF CHRONIC DISEASE PREVENTION AND NUTRITION - WIC PROGRAM
STANDARD - RETAILER CONTRACT AGREEMENT AND APPLICATION

SPECIAL SUPPLEMENTAL FOOD PROGRAM FOR WOMEN, INFANTS, AND CHILDREN (WIC)
7CFR SECTION 246.12

This contract agreement is between the named retail/vendor store, herein referred to as “the Retailer” and the Commonwealth of Virginia, Department of Health, Division of Chronic Disease Prevention and Nutrition – WIC Program, herein referred to as “the State Agency.” Contingent upon the Retailer continuously and consistently meeting all WIC Program requirements, this contract agreement will become effective October 1, 1999 and will terminate September 30, 2002.

A. GENERAL REQUIREMENTS AND CONDITIONS -

As a participating WIC Retailer the following General Requirements and Conditions must be consistently met throughout the Contract Agreement period.

1. Be Food Stamp authorized (except pharmacies) and in good standing.
2. Be currently WIC authorized or eligible for authorization as a new applicant or after meeting a WIC disqualification requirement (if applicable).
3. Be in operation as a business at the time of application or within 45 days of application.
4. Meet all local, state and federal requirements, including sanitation and building code regulations. Maintain the premises in a sanitary condition and insure that mechanically refrigerated areas are maintained at a temperature of 45 degrees Fahrenheit or below. (Mechanical refrigeration is required).
5. Begin accepting WIC food instruments within 15 days after meeting all the State Agency authorization requirements. The Retailer must notify the State Agency in writing of any delay. Failure to provide this written notification may result in termination of authorization.
6. Be needed to ensure adequate WIC participant access, as determined by the State Agency.
7. Maintain a minimum number of participants served as established by the State Agency, after one year of WIC Program participation. (Does not apply to Pharmacies/Commissaries).
8. Maintain the mandatory minimum stocking requirement in the customer shopping area or immediately available on-site.
9. Be open for business at least 48 hours per week, six days a week. (Hours of operation must be appropriate for WIC participants' access.)
10. Be located in a fixed, permanent location. (The WIC Program will not accept new applications from mobile Retailers nor “change of ownership” requests from existing mobile Retailers.)
11. No business-related felony or first degree misdemeanor, including criminal conviction for a program violation by the Retailer itself, any of its current employees whose duties include handling WIC Program food instruments, or owners,

officers, directors or partners.

12. Comply with all financial and corrective actions identified from prior WIC authorization.
13. Participate in the WIC Program's direct deposit process used for automatic rejected check reimbursements.

B. RETAILER RESPONSIBILITIES/ AGREES TO:

1. Sell to WIC participants by food instrument only WIC Program approved foods in authorized brands, quantities and sizes specified on the WIC food instrument.
2. Redeem food instruments for only the exact brand (if specified) or food type, size and quantity of the food items written or printed on the food instrument. The Retailer agrees that any substitution of brand, type, size, or quantity may result in an overcharge, and reimbursement may be requested. The Retailer agrees to sell authorized WIC food at or below the price charged to non-WIC customers.
3. Accept food instruments only from authorized Virginia WIC participants or persons registered with local agency as a proxy.
4. Stock the minimum amount of WIC eligible food items, at all times, with prices plainly marked on the product or shelf listed or posted in the immediate area where the food items are kept - see Minimum Food Stocking Requirement Policy.
5. Accept WIC food instruments from participants within the allowed time limit stated on the food instruments and deposit (and re-deposit, if applicable) food instruments for payment within the allowed time limit (60 days from the first date printed on the food instrument. WIC food instruments are not valid for more than 60 days from the first date printed and otherwise cannot be validated or cleared for redemption.
6. Neither seek restitution from WIC participants nor contact WIC participants for food instruments not paid by the WIC Program. The Retailer will not request a refund from WIC participants for food instruments determined by the State Agency to be an overcharge or any other food instruments discrepancies that caused a food instrument not to be paid.
7. Not request personal addresses and telephone numbers or require any identification card for the purpose of redeeming WIC food instruments other than the WIC identification (ID) folder. The WIC ID folder is the sole participant identification

- that shall be used. (The Retailer must refuse to accept food instruments presented without a WIC ID folder).
8. Enter the purchased WIC foods price (in ink) on the food instrument prior to its being signed by the WIC participant or proxy.
 9. Witness the signature after the transaction amount has been entered. If the Retailer is presented a presigned WIC food instrument, s/he must have the participant re-sign the WIC food instrument, after the transaction amount has been entered. Failure to obtain the participant's signature after the transaction amount has been entered is a program violation - see Retailer's Sanction Policy.
 10. Always provide a register receipt to the WIC participant unless participant expressly declines.
 11. Accept training and instructions on the WIC Program for all store personnel handling WIC transactions. The Retailer is required to attend/meet mandatory training requirements as noted: all initial evaluations for new WIC authorization and any Retailer accumulating five or more technical program violations. Types of training may include, but are not limited to the following: monitoring visits; Retailer Training Workshops; and educational buys. Failure to attend mandatory training sessions, after one initial opportunity to reschedule, will result in sanction points being assigned (prior WIC authorization) or revocation of WIC authorization (new retailer applicants).
 12. Accept responsibility for all actions of employees involved in the handling WIC food instruments and with all instructions and memos issued by the State Agency.
 13. Inform and train cashiers or other staff on WIC Program requirements recognizing employees' actions are attributable to the Retailer.
 14. Obtain a translation of all WIC materials if the Retailer and staff are not fluent in English. Provide a translator to assist in on-site monitoring, annual training and Administrative Appeal hearings (see Vendor's Right of Appeal Policy) to ensure that the Retailer and all employees understand WIC Program policies and procedures.
 15. Offer WIC participants the same courtesies as offered to other customers and not distinguish or identify participants from other customers.
 16. Permit WIC participants to purchase approved WIC food items without attempting to promote non-WIC purchases.
 17. Accept cents-off coupons in accordance with store policy from WIC participants for WIC approved foods and to deduct the savings from the total purchase price entered in the "Actual \$ Amount of Sale" area on the WIC food instrument.
 18. Permit state and local agency representatives to conduct unannounced on-site monitoring visits to determine compliance with WIC Program requirements. Said visits will include, but are not limited to the following: 1) discussion of identified problems with the Retailer and completion of required documentation for monitoring visits; 2) providing training to managers, cashiers and other personnel; 3) filing updates in the WIC Program Retailer binder; 4) verifying the Retailer carries the mandatory minimum stock of WIC food items; 5) obtaining current shelf prices of WIC foods in stock; 6) reviewing inventory records in regards to WIC food items being purchased and sold at the store; and 7) giving technical assistance to Retailer when needed.
 19. Provide state and local agency representatives access to food instruments that have been negotiated on the day of a monitoring visit.
 20. Cooperate with state or local agency staff and/or USDA officials, and appointed investigators to conduct audits, compliance purchases or other investigations.
 21. Accept and be deemed to have consented to WIC Program compliance buy monitoring and electronic surveillance conducted in order to verify and document level of program compliance.
 22. Take necessary remedial action within an established time on any problems noted during an on-site monitoring visit or telephone consultation.
 23. Comply with federal nondiscrimination requirements, in that persons will not be discriminated against due to race, color, gender, national origin, age or disability.
 24. Accept no WIC Program food instruments for payment on a credit or charge account. No rain checks or similar accounting mechanisms are to be given or received in exchange for the redemption of WIC food instruments.
 25. Accept no WIC Program food instruments for more than the stated maximum amount. Stated maximum amount will be established by the State Agency.
 26. Accept a reduced peer group *mean* payment for any food instruments identified as "unreasonable." Food instruments which exceed the acceptable price range, as determined by the State Agency, will be reimbursed only using automatic direct deposit credits.
 27. Provide the State Agency, upon request, the following information: 1) monthly or quarterly total dollar volume of business; 2) records of WIC foods purchased for at least one full year, such as invoices or receipts; 3) inventory/shelf price records of WIC approved food items.
 28. Not charge sales tax on WIC food items or manufacturers coupons used as part of the WIC transaction.
 29. Not accept any WIC food instrument in which the dates, participant's name, family number or quantities/sizes of WIC prescribed foods have been altered and/or missing.
 30. Not alter the quantities or sizes of WIC foods issued on the food instrument. The Retailer will not alter the written or numerical amount originally written on the food instrument, so that it exceeds the estimated cost of the total food items for that food instrument.
 31. Not knowingly accept any WIC food instrument that has been reported to the store as lost/stolen.
 32. Use the "price correction" procedures outlined in the Cashier Training Guide, if a need exists to correct a food instrument price amount.
 33. Charge the WIC Program only for approved food items actually sold to WIC participants.
 34. Not give cash to a WIC participant, or demand cash from the participant, in whole or in part for redeemed WIC food instruments.

35. Not knowingly provide cash, credit, unauthorized goods, substitution of other WIC food items or brands of infant formula, services, or other items of value to WIC participants in lieu of or in exchange for prescribed WIC authorized foods, or foods returned to the store purchased with WIC food instruments.
36. Not require the WIC participants to purchase everything on the WIC food instrument. ***The only exception is infant formula which can not be declined and must be purchased in the exact brand, quantity and size written/printed on the WIC food instrument. For formula changes the WIC participants must be sent back to the local health district for corrective action.***
37. Pay any refunds requested by the WIC Program for payments already made for charges of more than the estimated purchase of the supplemental foods.
38. Submit a refund or adequate justification for any excessive charges to the State Agency within (15) days of receiving written notification.
39. Submit a properly completed price survey, as requested by the State Agency, indicating the shelf prices of each WIC food item identified.
40. Pay all State Agency noncompliance fines and any interest on unpaid balances (if applicable): see Monetary Penalty Fines Guidelines policy.
41. The retail store location must not be closed for more than fifteen (15) consecutive calendar days for any reason.
42. Imprint food instruments with an authorized WIC rubber stamp prior to depositing the food instrument.
43. Maintain secure storage of the WIC rubber stamp and immediately report loss of stamp to the State Agency.
44. Display the official WIC window decal or alternative signage approved by the State Agency in a place conspicuously visible to the general public.
45. Secure State Agency approval of any internal/external WIC promotional and/or advertising materials.
46. Be responsible for all bank charges on WIC Program food instruments improperly submitted.
47. Report all operational cash registers in use at the time of or authorization. If this number changes any time within the contract period, the retailer must report this change in writing to the State Agency.
48. Store at each cash register a current copy of the Virginia WIC approved food list.
49. Remain in compliance with the Selection and Authorization criteria throughout the contract period. This includes but is not limited to remaining price competitive when compared to similar peer group retailers. If the Retailer fails to meet those criteria at any time during the agreement period, the Retailer may be removed from the Virginia WIC Program administratively, after being given fifteen (15) days written notice. If the Retailer wishes to reapply to the Program, then the Retailer will be evaluated as a new applicant. The Retailer's prior WIC Program participation history must be identified at the time of application.
50. Keep on file at the Retailer's store location a copy of the Virginia Retailer binder which includes all contract agreement referenced policies and any updated instructions distributed by the State Agency.
51. Immediately inform the State Agency if any owner or manager is convicted of a felony; to inform the State Agency if any person with business interest in the store operations is under investigation by the Food Stamp Program.
52. Report any known or suspected program abuse by a WIC participant to the WIC Program.
53. Indemnify and hold harmless the State Agency and the WIC Program for any losses incurred as a result of disqualification.
54. Indemnify and hold harmless the State, its agents and employees from any liabilities resulting from injuries or damages sustained by any person(s) or property by virtue of performance under this contract agreement.
55. Give the State Agency at least fifteen (15) written notice if the Retailer desires to terminate this contract agreement.
56. Return or securely destroy the authorized WIC Program rubber stamp to the State Agency upon termination of this contract agreement for any reason including but not limited to: disqualification from the WIC Program, change of ownership, or any other circumstances affecting the Retailer's WIC Program participation.
57. Ensure that no conflict of interest exists between the Retailer and the WIC Program (local and state personnel).
58. Provide at least 15 days written notice to the State Agency when the Retailer ceases operation, changes ownership, or of any other circumstances impacting services. ***This agreement is null and void upon change of ownership. A "change or modification of ownership" requires a new contract agreement that must be completed and approved by the WIC Program - see Change of Ownership Policy. No portion of this agreement may be assigned, subcontracted or transferred.***
59. This contract agreement gives authorization only to the retailer identified at the store location specified in the signed statement.

C. STATE AGENCY RESPONSIBILITIES

1. Assure prompt direct deposit to retailer's account for all properly executed WIC Food Instruments.
2. Approve and maintain all accepted WIC Retailer Contract Agreements.
3. Select and authorize an adequate number of participating Retailers to ensure participant access and effective Program management.
4. Establish minimum performance thresholds participating Retailers must meet to continue WIC Program participation. The State Agency will provide at least two written notification letters to the retailer stating that performance standards are not being met before taking termination actions.
5. Provide at a minimum Retailer Training Workshops prior to each contract period on WIC Program procedures and requirements.
6. Provide the Retailer with Program updates, WIC approved food lists, Virginia WIC Program Retailer binder, copies of pertinent WIC Program Retailer policies and guidelines, supplies, authorized rubber stamps and other educational materials.

7. Ensure training and/or training materials are provided to all approved Retailers.
8. Monitor the Retailer's performance under this contract agreement to ensure Program compliance.
9. Establish policies and procedures affecting Retailer's WIC participation.
10. Provide assistance by telephone, follow up by written documentation or in person regarding problems a Retailer may have with handling WIC transactions or meeting program requirements.
11. Receive and follow up on complaints concerning a participant's or the Retailer's participation.
12. Require participating Retailers to submit periodic price surveys for competitive pricing analysis. The State Agency may terminate this agreement after providing written notification to the retailer when prices are determined to be non-competitive .
13. Reconsider for payment all WIC food instruments not paid or partially paid (see Reimbursement of Returned WIC Retailer Check Policy) provided the food instruments are submitted to the State Agency within 60 days of the first date printed on the food instrument.
14. Determine an acceptable reimbursement amount for all redeemed food instruments.
15. Reserve the right to deny payment to the Retailer for improperly redeemed food instruments.
16. Reserve the right to demand refunds from a Retailer for charges of more than the actual price for supplemental foods or improperly redeemed food instruments. The State Agency may offset future payments for the amount owed, if the retailer fails to pay any overpayments due.
17. Conduct compliance purchases in order to verify and document WIC Program abuse committed by authorized Retailers. A WIC Program Retailer may be selected to be investigated at random, based on specific on-site monitoring results, complaints, prior compliance results, redemption analysis findings and/or other risk indicators established by the State Agency.
18. Impose sanctions as set forth in the Retailer's Sanction Policy.
19. Impose and collect monetary penalty fines against Retailers found to be non-compliant with program requirements and any interest on uncollected balances not paid within 30 days of notification.
20. Not sign a Retailer contract agreement with any Retailer who has an outstanding WIC monetary claim.
21. Disqualify a WIC Retailer for reasons of Program abuse as outlined in the Retailer's Sanction Policy.
22. Provide the Retailer with at least fifteen (15) days written notice regarding any adverse action and an opportunity to appeal and/or correct the adverse action within fifteen (15) days of notification.
23. Prior to taking disqualification actions, the State Agency, within its sole discretion, will document whether a WIC disqualification will create inadequate participant access. Prior to taking disqualification actions, if that situation exists, a monetary penalty fine will be levied on a case-by-case basis, in lieu of disqualification. The State Agency determination of inadequate participant access is not subject to administrative review.
24. Ensure that no conflict of interest exists between any local agency and a Retailer within the local agency's jurisdiction.

D. SPECIAL TERMS AND CONDITIONS:

1. The Retailer understands that noncompliance with any of the requirements outlined in this contract agreement may result in fines, Civil Money Penalties (CMP) and/or disqualification from the WIC program. Any Retailer who commits fraud or abuse of the WIC Program is liable to prosecution under applicable federal, state or local laws. A Retailer who has willfully misapplied, stolen or fraudulently obtained program funds shall be subject to a monetary fine or imprisonment for not more than five years or both.
2. The Retailer understands that failure to meet any/all WIC Program requirements identified in this contract agreement can lead to sanction points and/or fines being assigned. The sanction point value varies, depending on the severity of the program violation.
3. The Retailer understands that the State Agency uses a multi-tier sanction system ranging from Class A - D violations. The State Agency will take administrative action, including disqualification, fines and/or CMP. (refer to Sanction Classification System Policy 15.0) Documented non-compliance with the WIC Program requirements that leads to disqualification may be waived by the State Agency if it determines inadequate participant access would exist. CMPs would be assessed in lieu of disqualification.
4. Neither the State Agency nor the WIC Retailer has an obligation to renew the Retailer contract agreement. The State Agency or the Retailer may terminate the agreement for cause after providing at least fifteen (15) days advance notice. Expiration of a contract agreement with a Retailer is not subject to appeal.
5. At the end of the contract agreement, the Retailer may be requested to apply for Reauthorization of the WIC Program contract agreement. And, if the Retailer wishes to be reauthorized s/he must do so within the designated time frame established by the State Agency. Reauthorization of the contract agreement will be based upon using the Retailer's Selection and Authorization criteria and process as set forth in the Retailer Selection and Authorization Policy. Neither the State Agency nor the Retailer has an obligation to reauthorize a Retailer's contract agreement.
6. The Retailer understands that s/he has a right of appeal from State Agency administrative actions as set forth in the Vendor's (Retailer's) Right of Appeal Policy.
7. The Retailer understands that an optional Vendor Conference can be arranged to resolve Program misunderstandings and to define or consolidate issues to be addressed during an Administrative Appeal hearing.
8. **The Retailer cannot voluntarily withdraw from the WIC Program if the State Agency has taken administrative actions to disqualify, assessed a CMP or monetary fine.**

9. The Retailer agrees to accept and comply with all contract referenced WIC Program policies and guidelines.
10. This contract agreement shall be amended automatically upon notice from the State Agency, should federal or state laws or regulations require amendments. Any revisions, amendments or modifications to this contract shall be in writing and sent to participating retailers.
11. The Retailer understands that Food and Nutrition Service (FNS) shall withdraw the Food Stamp Program (FSP) authorization of any Retailer that is disqualified from the WIC Program based in whole or in part on any act which constitutes a violation of that program's regulations and which is shown to constitute a misdemeanor or felony violation of law. The Retailer understands that FNS disqualification will result in an immediate disqualification from the WIC program. This type of disqualification is not subject to appeal through the State Agency.

The reciprocal FSP and/or WIC Program violations are as follows:
 - a) Claiming reimbursement for the sale of an amount of a specific food item which exceeds the store's documented inventory of that food item for a specific time period;
 - b) Exchanging cash, credit or unauthorized food items for WIC food instruments;
 - c) Receiving and/or redeeming WIC food instruments outside of authorized channels.
 - d) Knowingly accepting WIC food instruments from unauthorized persons;
 - e) Exchanging non-food items for WIC food instruments;
 - f) Charging WIC participants more for food than non-WIC customers or WIC participants more than current shelf prices;
 - g) Charging for food items not received by the WIC participants or for foods provided in excess of those listed on the food instrument;
 - h) Charging for alcoholic beverages or tobacco;
 - i) Trafficking or illegal sales by buying or selling of food instruments for cash; or exchanging food instruments for fire arms, ammunition, explosives, or controlled substances (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)
 - j) Disqualified for violations of the FSP.
12. The State Agency must provide written notification to the FSP within 15 days after the date a store's opportunity to file for a WIC Administrative Appeal Hearing has expired or all of a retailer's administrative appeal rights have been exhausted.

Virginia WIC Program Referenced Policies and Materials:

• <i>Cashier Training Guide</i>	• <i>Reimbursement of Returned WIC Retailer Checks</i>
• <i>Change of Ownership Policy</i>	• <i>Retailer's Sanction Policy</i>
• <i>Minimum Food Stocking Requirement Policy</i>	• <i>Retailer's Selection and Authorization Policy</i>
• <i>Monetary Penalty Guidelines -Disqualification</i>	• <i>Vendor's (Retailer's) Right of Appeal Policy</i>
• <i>Monetary Penalty - In Lieu of Disqualification</i>	• <i>Vendor Conference Policy</i>

This is an Equal Opportunity Program. If you believe you have been discriminated against because of race, color, national origin, age, sex or disability, write immediately to the Secretary of Agriculture, Washington, DC 20250

RETAILER INFORMATION

<input type="checkbox"/> New Application	<input type="checkbox"/> Reauthorization Application <i>(check only one)</i>	
<input type="checkbox"/> FOOD STORE	<input type="checkbox"/> COMMISSARY	<input type="checkbox"/> PHARMACY <i>(check only one)</i>

STORE NAME _____ STORE ADDRESS _____ CITY _____ STATE _____ ZIP _____ CONTACT PERSON _____ OWNER'S NAME _____ FEDERAL ID NUMBER _____ WIC STAMP NUMBER (IF APPLICABLE) _____	ANNUAL FOOD SALES \$ _____ NON-FOOD SALES \$ _____ COUNTY _____ TELEPHONE # _____ FACSIMILE # (IF AVAILABLE) _____ FOOD STAMP (FS) NUMBER _____ FS AUTHORIZATION DATE _____ FS REGIONAL OFFICE LOCATION _____
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TYPE OF OWNERSHIP:	<input type="checkbox"/> SOLE PROPRIETORSHIP	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> CORPORATION
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# OF CASH REGISTERS:	<input type="checkbox"/> 1-3 REGISTERS	<input type="checkbox"/> 4-7 REGISTERS	<input type="checkbox"/> 8+ REGISTERS
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RETAIL STORE HOURS OF OPERATION:

THE STORE IS OPEN 24 HOURS PER DAY? _____ YES _____ NO

IF NO THEN:

Total Hours Retail Store Open: _____ per week.

Day	Hours		Day	Hours	
Monday	AM	PM	Friday	AM	PM
Tuesday	AM	PM	Saturday	AM	PM
Wednesday	AM	PM	Sunday	AM	PM
Thursday	AM	PM			

Opening Date: _____ (if not yet open for business)

ADDITIONAL INFORMATION - HISTORY

Check the appropriate box (for any yes response(s), attach a separate page explaining current status and dates).

QUESTION:	YES	NO
1) Has owner/manager ever been convicted of a felony in the past three years?	<input type="checkbox"/>	<input type="checkbox"/>
2) Has owner/manager or relative of the business ever been charged, sanctioned or sentenced (suspension, disqualification, civil money penalty fine, etc.) for violations of the Food Stamp Program?	<input type="checkbox"/>	<input type="checkbox"/>
3) Has owner/manager or relative of the business ever been charged or sanctioned, (disqualification, civil money penalty fine, etc.) for violations of the Virginia WIC Program?	<input type="checkbox"/>	<input type="checkbox"/>
4) Has owner/manager been cited and/or fined for any federal, state or local health code violations in the past three years?	<input type="checkbox"/>	<input type="checkbox"/>

STATEMENT OF RETAILER

The named firm/individual of this contract agreement is applying to the Virginia WIC Program for authorization to participate as a Retailer. The firm/individual has read and understands the regulations for Retailers included in this document, consisting of 7 pages. **If the firm/individual has any questions about the requirements outlined in this contract agreement, the State Agency recommends that you seek legal counsel before signing.**

The firm/individual understands that failure to adhere to the Program requirements will result in disqualification as an authorized Retailer. The firm/individual has the right to appeal a State Agency decision within fifteen (15) days of notification pertaining to denial of application, disqualification or any other adverse action which affects participation during the contract performance period. The undersigned represents that he/she is an authorized representative of the Retailer and has legal authority to obligate the Retailer. The firm/individual asserts that all statements in this contract agreement and application package are true and correct and understands that supplying any false information will result in the withdrawal of approval to participate in the WIC Program.

Print Name:	_____	Title:	_____
Signature:	_____	Date:	_____
Mailing Address (if applicable)	CITY _____	STATE _____	ZIP _____ - _____

I. NOTARIZATION

Sworn to and subscribed before me this the ____ day of _____, 19__

Notary signature or other person qualified by law to administer oath

Commission Expiration Date or Title

Jurisdiction (City/County)

Return signed and notarized Contract Agreement to: Virginia Department of Health, Division of Chronic Disease Prevention and Nutrition - WIC Program, WIC Program - Retailer Account Services, PO Box 2448, Suite 132, Richmond, VA 23218

WIC Program Use Only

Authorized State Agency Signature:		Effective Date:	
Corporate Code (if applicable):		Program Representative:	
WIC Stamp Number:		LHD Code:	

ACH Form ☐ Minimum Stocking ☐ AD ☐
 Price Survey ☐ Type of Contract: S P C HQ Com ☐ DL ☐

Training Attendees Name:

Date:

**U. S. DEPARTMENT OF AGRICULTURE
 FOOD AND CONSUMER SERVICE
 VIRGINIA WIC PROGRAM RETAILER AUTHORIZATION**

THIS CERTIFIES that _____ is granted authorization to accept and redeem food instruments on condition that the acceptance and redemption of all instruments shall be in accordance with the rules and regulations governing the WIC Program and such revisions and amendments as may be made.



WIC AUTHORIZATION NUMBER

AUTHORIZED WIC REPRESENTATIVE

DATE OF APPROVAL

A CHANGE IN OWNERSHIP, STORE NAME OR LOCATION, OR THE CLOSING OF THE BUSINESS VOIDS THIS AUTHORIZATION AND THIS NOTICE MUST BE RETURNED TO: Virginia Department of Health, WIC PROGRAM, PO Box 2448, Room 132, Richmond, VA 23218

Attention Grocer: Please check the appropriate box or boxes so that we may better serve you. Notice is being returned because of:			
<input type="checkbox"/>	CHANGE IN STORE NAME OR LOCATION	<input type="checkbox"/>	CHANGE IN OWNERSHIP
<input type="checkbox"/>	CLOSING OF BUSINESS	<input type="checkbox"/>	NEW AUTHORIZATION REQUESTED
PHONE NUMBER AREA CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

